

# GIS Manager



**Job Code:** 1354  
**Grade:** 133  
**Reports to:** Director of Information Technology  
**Salary Range:** \$63,397 - \$98,712  
**FLSA Status:** Exempt

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## **GENERAL STATEMENT OF DUTIES**

Performs difficult professional administrative and technical work managing the Geographic Information Systems (GIS) program including strategic planning, cross-department and interagency coordination, budgeting, technical architecture, and training and support of all GIS users; does related work as required.

## **DISTINGUISHING FEATURES OF THE CLASS**

An employee in this classification is responsible for managing and directing all GIS activities for the City. The employee organizes work, sets priorities, and exercises sound, independent judgment within established guidelines. Work is reviewed and measured through conferences, reports, analyses, observation of productivity and effectiveness, and levels of success accomplishing established goals. Work is performed under the general supervision of the Department Director. Supervision is exercised over part-time and full-time GIS staff and consultants.

## **ESSENTIAL FUNCTIONS**

Overseeing, supervising, and managing GIS activities and operations; conducting needs analyses; developing and implementing long- and short-term GIS plans, goals, strategies, and priorities; developing and managing GIS budget; serving as liaison to and coordinating GIS functions and related services with City departments and outside agencies; providing training and GIS end user support.

## **EXAMPLES OF WORK**

- Manages and coordinates all programs and activities of the City's GIS functions through needs analysis and strategic planning; provides technical assistance and enhancement of programs to meet the GIS needs of the City.
- Manages and participates in the development and implementation of goals, objectives, policies, procedures, priorities, and standards for the GIS program; recommends appropriate service and staffing levels; recommends and administers policies and procedures.
- Manages and participates in the development and administration of the GIS budget; projects funds needed for staffing, equipment, materials, and supplies; directs and implements adjustments as necessary; administers approved GIS budget.
- Participates in the development and implementation of programming standards and operating procedures for all GIS computer equipment including software and hardware; evaluates and determines computer software needs; maintains GIS-related hardware and software; installs and upgrades GIS software.
- Oversees the design and maintenance of the City's GIS database; manages, maintains, and builds the City's GIS datasets.
- Coordinates the GIS program across all City departments, including creating procedures for maintaining GIS data and providing training and GIS end user support.
- Serves as GIS liaison with other City departments, divisions, and outside agencies including contractors and consultants.
- Plans, directs, coordinates, and reviews the work of assigned staff; assigns work activities, projects, and programs; monitors work flow; reviews and evaluates work products, methods, and procedures.
- Develops and supports custom GIS applications and websites.
- Documents GIS procedures and serves as a backup resource to departments.

- Coordinates with other GIS agencies including Montgomery County and the Maryland-National Capital Park & Planning Commission; represents the City at interagency meetings.
- Selects and manages GIS consultants.
- Creates strategic Enterprise GIS plan; designs and implements Enterprise GIS data architecture.
- Creates ArcGIS Server web applications for internal and external use.
- Creates new GIS layers representing City GIS assets.
- Handles special ad-hoc GIS projects and GIS components of City projects.
- Prepares and delivers GIS demonstrations and presentations to City management.
- Performs related tasks as required.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

- Comprehensive knowledge of ESRI GIS systems, including ArcSDE, ArcGIS Server, ArcGIS for Mobile, and ArcMap.
- Knowledge of best practices for multi-user Enterprise GIS system.
- Knowledge of relational database systems.
- Knowledge of Microsoft SQL Server.
- ESRI GIS programming knowledge (Python, Flex, JavaScript, etc).
- Knowledge of the principles and practices of municipal budget preparation, administration, forecasting, and analysis.
- General knowledge of computer operating systems, methods, languages, and procedures used by the City.
- Skill in operating various types of office equipment including computers and related software and hardware.
- Ability to analyze business methods and procedures, develop appropriate GIS solutions, and implement recommendations in support of goals.
- Ability to understand and carry out complex oral and written instructions
- Ability to read, understand, and apply complex technical information.
- Ability to prepare technical reports and manuals.
- Ability to communicate clearly and effectively, orally and in writing, including technical solutions in a user-friendly manner.
- Ability to install and maintain a variety of computer programs.
- Ability to train and support staff in the use of a wide range of computer system programs, applications, and equipment.
- Ability to exercise sound judgment in evaluating situations and in making decisions.
- Ability to plan, organize, and prioritize tasks in order to complete assignments in a timely manner and meet deadlines.
- Ability to work independently and solve problems involving complex variables.
- Ability to delegate tasks effectively, accepting responsibility for the outcome.
- Ability to supervise, train, and evaluate assigned staff.
- Ability to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology.
- Ability to interact professionally and cooperatively and establish and maintain effective working relationships with coworkers, officials, consultants, contractors, representatives of outside agencies, and the general public.

**MINIMUM EDUCATION AND EXPERIENCE**

Graduation from an accredited college or university with a Bachelor's Degree in Geographic Information Systems, Information Systems Management, Computer Science, or closely related field, supplemented by at least five years of progressively knowledgeable and responsible GIS experience; or any equivalent combination of education, training, and experience. Previous experience in the management of projects and personnel preferred.

**WORK HOURS**

Requires a minimum of 40 hours in a standard workweek. This is a salaried position; employee is expected to work the hours necessary to satisfactorily perform the duties of the position, including working and attending meetings outside of established business hours.

**WORK CONDITIONS**

- Sedentary work requiring the exertion of up to 10 pounds of force occasionally, and a negligible amount of force constantly to move objects.
- Work requires sitting, standing, walking, reaching, lifting, carrying, fingering, grasping, and repetitive motions.
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word, and conveying detailed or important instructions to others accurate, loudly, or quickly.
- Hearing is required to perceive information at normal spoken word levels, and to receive detailed information through oral communications and/or to make fine distinctions in sound.
- Visual acuity is required for color perception, preparing and analyzing written or computer data, operation of machines or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities.
- The worker is not subject to adverse environmental conditions.

Updated FY 2012

This is a class specification and not an individualized job description. A class specification defines the general character and scope of duties and responsibilities of all positions in a job classification. The list of essential functions/examples of work, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

**ACKNOWLEDGMENT OF CLASS SPECIFICATION**

I acknowledge that I have read the class specification and requirements for the GIS Manager position. I understand this class specification does not constitute an employment agreement between the employer and the employee and is subject to change as the needs of the employer and requirements of the position change.

Are you able to perform the essential functions of this position with or without accommodation?

☐ Yes    ☐ No

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

The City of Gaithersburg is an Equal Opportunity Employer. In compliance with Equal Employment Opportunity guidelines and the Americans with Disabilities Act, the City of Gaithersburg provides reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

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